

Idaho State Historical Society
Financial Services
Quarterly Report
April-June 2002

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

April:

1. Prepare OSBE fiscal efficiency survey.
2. Review final travel expense needs.
3. Process final capital equipment requests. Got orders for shelving at storage, microfilm readers, and forklift for storage into State Purchasing system just in time to be approved before Governors spending freeze on capital equipment.
4. Keith Petersen reclassification processed. (Reclass for Ken S. and Jody O. not finalized by Human Resources yet).
5. Complete OSBE human resource sharing survey.
6. Jeanne attended medical plan open enrollment meeting for info on revised plan benefits.
7. Submitted auto coverage information to Risk Management.
8. Submitted financial structure information to DFM.
9. Attended Human Resources informational meeting regarding compensation issues. (No bonus or merit increases will be approved). In addition a hiring freeze will be in effect for all vacated positions funded by general funds unless specific exceptions are granted by the Governor's staff.

May:

1. Jeanne processed open enrollment transactions for staff medical plan.
2. Start submitting GAAP closing package reports.
3. Process request for Challenge Cost Share grants.
4. Review, confirm and update STARS PCA and organization table reports for FY 2003 and submit to SCO.
5. Begin FY04 operating and permanent building fund budget schedules.

June:

1. Prepare FY03 operating budget and hi-lights of impact of budget cuts from FY02 appropriation.
 2. Prepared statement of property values for risk management.
 3. Submitted final FY02 budgetary adjustment batches.
 4. Submit preliminary permanent building fund request list and summary.
 5. Attend Governor's administrative staff meeting for guidelines on FY03 state financial plan and FY04 budget direction
 6. Process final receipts and payments and submit encumbrances for FY02. (Final general fund balances:
 - A. Program 01

Salary	.07
Operating	1.14
Capital Outlay	1.05
 - B. Program 04

Salary	50.42
Operating	1.60
Capital Outlay	34.23
- Total to be reverted
to State General Fund 88.51

In keeping with the Governor's recommendations of how to cope with the austere FY03 financial plan by not disposing of reusable resources using paperclips as an example, this reversion equates to 38,483 paperclips.

7. Pam York, vacated our OS1 position. Since this position is funded by general funds, an exception will be necessary to refill this position.
8. Entered FY03 appropriation into STARS accounting system.
9. Updated final FAS transactions.

Projects Underway:

1. It will be a requirement to submit FY04 operating budgets on-line this year which will necessitate training on the process.
2. Revise monthly reports for FY2003 data.
3. Complete and submit final FY2004 permanent building fund and operating budget schedules to Department of Administration, Board of Education and DFM.
4. Complete FY2002 year end reports to Controller's Office.
5. Update grant and special project reports and request grant funds.
6. Prepare indirect cost report based on FY2002.

Personnel:

The bad news is that there is again a vacancy in the OS1 position. We will seek an exception to the hiring freeze but will in the mean time try to stay as current as possible under the circumstances.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger

Thank you.